



UNITED NATIONS DEVELOPMENT PROGRAMME – JUNIOR PROFESSIONAL OFFICER (JPO) JOB DESCRIPTION

I. Position Information		
Job Title: Climate Change Programme Analyst Department:32201 Reports to: Program Team Leader	Grade Level: P2 Bureau : RBA / Côte d'Ivoire	Position Number: n/a Position designation: With no mobility requirement Duty Station: Abidjan Côte d'Ivoire
Career Track: Professionnal Expert Career Stream: (Policy/Programme Career Stream: Climate Change Contract Modality: FTA International (JPO) Contract Duration: 1 year FTA, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement		

II. Background and Organizational Context
<p>The UNDP Junior Professional Officer (JPO) Programme:</p> <p>The UNDP (United Nations Development Programme) JPO Programme equips outstanding young leaders with the skills and experience required to advance the Sustainable Development Goals (SDGs) and make a positive difference in the world. As a pathway into the world of development, the programme offers young professionals' excellent exposure to multilateral cooperation and sustainable development while providing a valuable entry point into the UN system.</p> <p>During their assignments, JPOs benefit from the guidance of experienced UNDP staff members and are actively involved in supporting the design and implementation of UNDP's programs within UNDP's headquarters, regional or country offices. Additionally, the JPO will undergo a journey of exposure and growth which will build both personal and professional capacity for a career within the multilateral development sector.</p> <p>As a JPO and young professional in UNDP you should be interested in pursuing a global career with aspiration to work for a field-based organization in support of the development agenda.</p> <p>The JPO will work as part of a team and be supervised by an experienced UNDP staff member, including:</p> <ul style="list-style-type: none">• Structured guidance and feedback, especially in the beginning of the assignment, with the purpose of gradually increasing of responsibilities.• Establishment of a work plan, with clear key results• Guidance and advice in relation to learning and training opportunities within the field of expertise• Completion of the yearly UNDP Annual Performance Review (APR) including learning and development objectives <p>The JPO will benefit from the following learning and development opportunities:</p> <ul style="list-style-type: none">• Participation in a virtual Programme Policy and Operations Induction Course within the first 4 to 6 months of assignment• Use of yearly JPO duty-related travel and training allocation (DTTA), as per the online DTTA guide• On-going Masterclasses on relevant and inspiring themes• Career development support mechanisms and activities• Networking with fellow JPOs, young professionals and senior UNDP colleagues• Mentoring programme• Other training and learning opportunities.



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Organisational context

As part of its cooperation framework with the Government of Côte d'Ivoire (CPD 2021-2025), the UNDP Country Office in Côte d'Ivoire is heavily committed to eradicating poverty and significantly reducing inequalities, including gender inequalities, and vulnerability, through strategic and targeted support to accelerate inclusive growth guaranteeing sustainable progress, inclusive governance, sustainable management of natural resources and resilience to climate change. These programmatic priorities, aligned with the priorities set out in the National Development Plan (NDP 2021-2025), are built around three pillars: (i) inclusive governance, the rule of law and the quality of institutions; (ii) inclusive growth and the reduction of inequalities; and (iii) sustainable management of natural resources, adaptation to climate change and resilience.

The efficiency sought in the implementation of this cooperation program calls for the strengthening of teams to ensure a greater presence in the field and to reinforce support for national players to ensure greater sustainability of results. The emergence of new challenges linked to socio-political and security instability in the border countries of Mali and Burkina Faso, and the resulting asylum-seeker crisis, are factors that require to adjust UNDP interventions and develop staff capacities. The office wishes to use the JPO Program to secure proven international supplementary expertise.

The Program Analyst will work closely with country office operations, program and project staff to resolve complex operational and program implementation issues.

III. Position Purpose

Under the general direction of the Resident Representative and Deputy Resident Representative/Program and the daily supervision of the Program Team leader, the Program Analyst Climate Change and Sustainable Development is responsible for the management of UNDP's program in assigned thematic/sectoral areas. The Program Analyst analyzes political, social, and economic trends and leads the formulation, management, and evaluation of program activities within the governance portfolio, providing policy advisory services.

The Program Analyst works closely with the Operations team, program staff from other UN agencies, UNDP HQ staff and government officials, technical advisors and experts, multilateral and bilateral donors and civil society to ensure the successful implementation of the UNDP program.

IV. Key Duties and Accountabilities

Assist with the project cycle of UNDP initiatives related to mitigation and adaptation to climate change, renewable energy, biodiversity, and natural resource management. This encompasses project idea, concept, design, resource mobilization, consultations, initiation, partnership, implementation, monitoring, reporting, evaluation, closure, knowledge management...

<p><i>Example of Duties:</i></p>	<ul style="list-style-type: none"> • Support the day-to-day implementation of the climate change/environment portfolio of projects; (20%) • Support and revise workplans and budgets and provide inputs to the preparation of results-based work plans; (5%) • Support the preparation of project progress reports and related presentations, briefings, knowledge, and communications and resource mobilization products and relevant documents as required;(10%) • Support the quality assurance of the CO climate change/environment portfolio through the substantive and financial monitoring of projects, including through filed visits, to identify operational bottlenecks and develop recommendations for effective solutions, always promoting gender equality and youth involvement (15%) • Working closely with technical advisors on energy and climate change in the Regional Service Centre for Africa (RSCA) and UNDP Accelerator Lab to support the identification and development of new climate change/environment programmes and funding opportunities to support government to access appropriate financing; (25%) • Liaise with the regional technical advisors/hub focal points on the portfolio implementation progress and advise of any deviations from the project plan; (10 %)
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	<ul style="list-style-type: none"> • contribute to the management of information flows and their implementation in projects in cooperation with stakeholders, counterparts, the country office and regional technical advisers/central focal points; (5%) • Support the recruitment of consultants and the administration of contracts through drafting TORs, screening, long and short listing, interviews, review of consultancy products. (5%) • Support the country office in advising the Government on the development and implementation of policies, strategies, and programme in the fields of climate change/environment, including gender mainstreaming into those policies; (5%)
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Supervisory/Managerial Responsibilities: n/a

V. Requirements:

Education

Master's Degree or equivalent Advanced Degree in Environmental matters, Economics, Energy Engineering, Green Economy, Project Management, Sustainable Development and related fields

Experience, Knowledge, and Skills

- List:**
- A minimum of two years of paid working experience in related fields
 - On-the-ground work experience in developing countries preferably in west Africa is an advantage
 - Working knowledge of English and French

Expected Demonstration of Competencies

Core

Achieve Results:	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
Think Innovatively:	LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking
Learn Continuously	LEVEL 2: Go outside comfort zone, learn from others and support their learning
Adapt with Agility	LEVEL 2: Adapt processes/approaches to new situations, involve others in change process
Act with Determination	LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously
Engage and Partner	LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships
Enable Diversity and Inclusion	LEVEL 2: Facilitate conversations to bridge differences, considers in decision making



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Cross-Functional & Technical competencies (insert up to 7 competencies)

Thematic Area	Name	Definition
Programme / Project Management	<i>Programme / Project Management</i>	Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals
Nature, Climate and Energy	<i>Nature, Climate and Energy</i>	Climate change Policies: including international climate change regime and application
Nature, Climate and Energy	<i>Nature, Climate and Energy</i>	Climate Change Policies: Nationally Determined Contributions (NDC)
Nature, Climate and Energy	<i>Nature, Climate and Energy</i>	Governance / integrated planning for climate change investments
Nature, Climate and Energy	<i>Nature, Climate and Energy</i>	Climate and Forests: National REDD+ Strategies and Processes
Partnerships Management	<i>Partnerships Management</i>	Ability to build and maintain partnerships with wide networks of stakeholders, Governments, civil society and private sector partners, experts and others in line with UNDP strategy and policies

VI. Keywords

Programme
Nature, Climate and Energy
Climate Finance